

STATE OF CALIFORNIA  
**JOB DESCRIPTION** (6/08)

CALIFORNIA STATE LIBRARY

**SHADED AREA FOR HUMAN RESOURCES ONLY**

		DATE 12/11/17	H.R. APPROVAL EC
PC # 2098		POSITION NUMBER (Agency - Unit - Class - Serial) 175-620-2951-120	
BUREAU SECTION State Library Services – Government Publications Section		CLASS TITLE Librarian	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		INCUMBENT VACANT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of a supervising librarian and under the lead of the Senior Librarians for Federal and California Documents, the incumbent coordinates the technical aspects of the State Library's Federal depository operations, assists with Federal regional depository activities, catalogs non-depository Federal publications, and provides reference service to State Library patrons. The incumbent is a member of the State Library web content development and management team.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
	<b>ESSENTIAL FUNCTIONS:</b>		
45%	Under the lead of the Senior Librarian for Federal documents, coordinates the technical aspects of the State Library's Federal depository, within the Federal Depository Library Program (FDLP). Serves as an information and technical resource for the section's Federal support staff; helps rectify Superintendent of Documents (SuDoc) classification conflicts; ensures the integrity of the State Library's regional collection; communicates with the U.S. Government Publishing Office (GPO), as required; assists the Federal Senior Librarian with regional FDLP planning and consultation; coordinates the review of California's selective depository disposal lists; and coordinates the processing of claimed materials from disposal lists.		
30%	Loads and performs quality-control checks on weekly files of outsourced Federal bibliographic records. Catalogs non-depository current—and pre-1976 retrospective—Federal publications, in all formats, and is responsible for planning and implementing a Federal retrospective cataloging project. Catalogs library materials from other sections of the State Library as needed.		
15%	Provides reference services to state employees, members of the public, and to other libraries. This service involves in-person, telephone, e-mail, and other online transactions.		
5%	Under the lead of the Senior Librarian for California Documents, assists with technical aspects of the California state and local depository collections and programs.		
5%	Participates in State Library study groups and serves on State Library committees, especially the committees implementing the Library's strategic plan and web content development. Provides research and reports as requested by a supervising librarian, the Chief of State Library Services, and the State Librarian and Deputy State Librarian.		

**JOB DESCRIPTION** (6/08)**KNOWLEDGE AND ABILITIES:**

- Ability to interpret complex and detailed guidelines and correctly apply them.
- Ability to analyze complex data.
- Ability to prioritize assignments and to multi-task.
- Possess well developed interpretive reading skills.
- Experience with or knowledge of one or more integrated library systems.
- Experience with or knowledge of library technical services functions.
- Experience with or knowledge of the Superintendent of Documents (SuDoc) classification system, Machine Readable Cataloging (MARC) format, Anglo-American Cataloging Rules, Library of Congress Rule Interpretations, LC subject headings and LC subject heading practice, and the OCLC cataloging system.
- Experience with or knowledge of the laws, regulations, and structure of the FDLP.
- Experience in providing reference services.

**INTERPERSONAL SKILLS**

- Ability to communicate thoughts clearly, orally and in writing.
- Ability to work independently and cooperatively to accomplish strategic objectives.

**WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:****WORK ENVIRONMENT**

- Uses a PC for extended periods of time.
- Is able to be a member of a team providing public reference service during normal library business hours of 9:30 AM-4:00 PM, Monday through Friday.
- Manages various customer needs while answering questions in person, on the telephone, and through e-mail and other electronic means.
- Provides customer service to a diverse community.
- Work assignments may involve travel to alternative locations, depending on operational needs.

**PHYSICAL ABILITIES**

- Ability to sit for extended periods of time at public services desks and in staff offices.
- With assistive technology, if necessary, ability to operate a PC for extended periods of time.
- Ability to operate microfiche/microfilm machines and scanners.
- Ability to handle large and heavy library books and other library materials.
- Ability to climb stack ladders and stoop to reach bottom shelves in the stacks.
- Ability to move book trucks holding up to 100 pounds of weight.
- Ability to turn handles on compact shelving units filled with library materials.

*The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.*

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)		
EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE